****

**Students-at-Law:**

**Articles and Bar Examination**

**Handbook – Appendix A to P**

July 2013

Please direct any comments or inquiries to administrator@lawsociety.nu.ca

TERMINOLOGY

Articles of Clerkship (Articles): An agreement between a principal and a Student-at-Law, or person intending to apply for admission as a Student-at-Law, in order to prepare the Student-at-Law for admission as a barrister and solicitor.

Bar Admission Course: This is the bar admission course established and operated by the

LSN (LPA 1).

Bar Admission Examination: This is the examination in general subjects related to the practice of law, including practice, procedure, ethics and the Acts of Nunavut or the Acts of Canada or both (LPA 1).

LPA: Nunavut *Legal Profession Act*

LSN: Law Society of Nunavut

LSN Rules: *Rules of the Law Society of Nunavut*

MAC: Membership and Admissions Committee of the LSN

Student-at-Law: A person serving articles of clerkship approved by the Society to a member of the LSN (LPA 1).

Principal: A member of the LSN to whom articles of clerkship are being served by a Student-at-Law (LSN Rules s.1).

###### Appendix A

***Application***

*Admission as a*

*Student-at-Law*

Tel: 867-979-2330

Fax: 867-979-2333

Email: administrator@lawsociety.nu.ca

Website: [www.lawsociety.nu.ca](http://www.lawsociety.nu.ca)

Complete this application form fully and precisely; **omissions or inaccuracies in your answers may delay your enrolment**. The Membership Admissions Committee may investigate or verify any information supplied on this application form, and may require further explanation from you before your enrolment commences. **Please review eligibility requirements before completing or filing out this form.**

**PART A: PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. Name |  |  |
| Last Name      | First Name      | Middle Name(s)      |
|
|  |  |  |
| 2. Birth date |  | 3. Place of birth |
| YYYY/MM/DD      |  |       |

|  |
| --- |
| 4. Law Degree |
| Name of University - Civil Degree [ ]  Common law Degree [ ]       | Date Degree Received YYYY/MM/DD      |

|  |
| --- |
| **PART B: CONTACT INFORMATION - Public Information** 1. Mailing Address |
| Name      |
|
| Street      |
|
|
| City      | Province/Territory      |
|
| Country      | Postal/ZIP Code      |
|
| Telephone | Fax |
| (       )       | (       )       |
| Email      |
|

**PART C: PROFESSIONAL INFORMATION**

|  |
| --- |
| 1. List chronologically all of the law societies or governing bodies of which you have been a part. |
| Date of admission(YYYY/MM/DD) | Society/Jurisdiction | Status (e.g. articled student, applicant) | Date of cessation (if applicable) |
|
|        |        |        |        |
|
|        |        |        |        |
|
|        |        |        |        |
|

|  |
| --- |
| 2. Disciplinary Proceedings |
| I have NO disciplinary proceeding pending or that have been taken against me as a member of the societies or bodies in subsection (1) TRUE [ ]  FALSE [ ]  (If FALSE, please provide explanation below)

|  |
| --- |
|       |
|       |

The results of any disciplinary proceedings taken against me were:

|  |
| --- |
|       |
|       |

3. Lawyer’s Professional Liability Insurance ClaimsI have NO claims for lawyers' professional liability insurance that are pending or have been made against me as a member of the societies or bodies listed in subsection (1) TRUE [ ]  FALSE [ ]  (If FALSE, please provide explanation below)

|  |
| --- |
|       |
|       |

The results of any claims for lawyers' professional liability insurance made against me were:

|  |
| --- |
|       |
|       |

 |  |

|  |  |  |
| --- | --- | --- |
| 4. Please respond by marking the appropriate column. |  |  |
| (a) I have since attaining the age of 18 years been convicted of an offence under the *Criminal Code*, the *Narcotic Control Act*, the *Food and Drugs Act*, the *Income Tax Act*, the *Income Tax Act* (Canada), the *Bankruptcy Act*, the *Excise Tax Act*, legislation of any province or territory respecting securities or income tax or any legislation similar to any of the foregoing in any other jurisdiction. |  Yes [ ]  | No [ ]  |
| (b) I have been adjudged a bankrupt in a legal proceeding. |  Yes [ ]  | No [ ]  |
| (c) I have changed my name. |  Yes [ ]  | No [ ]  |
| (d) I have had a civil judgment made against me relating to fraud. |  Yes [ ]  | No [ ]  |
| (e) I am a judgment debtor. |  Yes [ ]  | No [ ]  |
| (f) I have been found guilty in a disciplinary action instituted against me as a member of a professional organization. |  Yes [ ]  | No [ ]  |
| (g) I have been held in civil contempt. |  Yes [ ]  | No [ ]  |
| Attach the full particulars in respect of each affirmative response to the statements set out in paragraphs (a) through (g). |
|
| 5. Annexed to this application are: |
|  | [ ]  | a copy of my degree of law or my transcript showing completion of a law program; |
|  | [ ]  | two Letters of Good Character from reputable persons; |
|  | [ ]  | a Student Articling Plan in form G.2; |
|  | [ ]   | Articles of Clerkship in Form H, duly signed in triplicate; |
|  | [ ]   | payment of the prescribed application and admission fees. |

**PART D: DECLARATION OF APPLICANT AND AUTHORIZATION**

|  |  |  |
| --- | --- | --- |
| 1. | I certify that the information I have provided in or annexed to this application is correct |  |
| 2.  | I undertake with the Law Society of Nunavut that I will, during my enrollment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the *Legal Profession Act*, the *Rules of the Law Society of Nunavut*, and any other requirements of the Society. |  |
| 3. | I authorize the Law Society of Nunavut to make enquiries concerning my background, character and fitness for admission, and I also authorize the disclosure of information about myself to the Law Society of Nunavut by any person or body possessing it, provided that such information will be used by the Law Society of Nunavut, and will otherwise be treated in strict confidence. |  |
| Dated at |       | on this |        | day of |       | , 20 |     |  |
|  |  |  |  |  |  |  |
|  |  |  |       |  |  |  |
|  |  |  | *(signature of applicant)* |  |

**PART E: AFFIDAVIT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I, |       | , of |       | , in |       | make |

oath and say that I am the applicant in the above application and the information contained in the application is true.

|  |  |
| --- | --- |
| Sworn before me at  |       |
| this |       | day of |       | , |
| 20 |    | . |
|  |       |
|  | (Applicant’s Signature) |

|  |
| --- |
|       |
| Commissioner for Oaths/Notary Public |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **To be completed by the Secretary** |

|  |  |
| --- | --- |
| Date application received: |       |

|  |  |
| --- | --- |
| Comments: |       |
|       |
|       |
|       |

 |

###### Appendix B

****

**LETTER OF GOOD CHARACTER**

**To: Law Society of Nunavut**

**Student-at-Law Application**

|  |  |  |
| --- | --- | --- |
| I, |       | of the city/town of |
|       | in the Province/Territory of |       | , |
| hereby recommend the applicant, |       | , of the city/town |
| of |       | , in the Province/Territory of |       | , |

for admission to the Law Society of Nunavut as a Student-at-Law on the following basis:

|  |  |  |
| --- | --- | --- |
| **1)** My occupation is: |       | AND I |

|  |  |
| --- | --- |
| am a member of the following organization(s): |       |

|  |
| --- |
|       |

|  |  |  |
| --- | --- | --- |
| **2)** I have known the applicant for the last |       | years in the following capacity: |

|  |
| --- |
|       |

**3)** My opportunities to observe the character and reputation of the applicant during those years were as follows:

|  |
| --- |
|       |
|       |
|       |
|       |

**4)** I have read the applicant’s completed application for admission as a Student-at-Law to the Law Society of Nunavut.

**5)** I consciously believe that:

(a) the character of the applicant is:

|  |
| --- |
|       |
|       |
|       |
|       |

(b) the reputation of the applicant is:

|  |
| --- |
|       |
|       |
|       |
|       |

(c) the applicant is a fit and proper person to be permitted by the Law Society of Nunavut to practice law in Nunavut as a Student-at-Law:

[ ]  Yes

[ ]  No. Please explain:

|  |
| --- |
|       |
|       |

**6)** I am not a relative of the applicant by birth or marriage.

|  |  |  |  |
| --- | --- | --- | --- |
| DATED at |       | , in the Province/Territory of |       |
| on this |       | day of |       | 20 |    | . |

|  |  |
| --- | --- |
| **SIGNATURE** |       |
| Phone Number: | (   ) |       | and/or | (   ) |       |
| Email Address: |       |
| Mailing Information: |       |

###### Appendix C

***Student***

***Articling Plan***

Tel: 867-979-2330

Fax: 867-979-2333

Email: administrator@lawsociety.nu.ca

Website: [www.lawsociety.nu.ca](http://www.lawsociety.nu.ca)

This articling plan is a statement of the goals of the Principal and the Student-at Law for the student’s articles, on the understanding that the articling student’s articling experience may vary in detail although not in substance, depending upon the available casework and operational requirements of the Principal, and other unforeseen factors.

**PART A: STUDENT-AT-LAW INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. Name |  |  |
| Last Name      | First Name      | Middle Name(s)      |
|
|  |
| 2. Place of Residence |
|       |

**PART B: PRINCIPAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. Name |  |  |
| Last Name      | First Name      | Middle Name(s)      |
|

|  |
| --- |
| 2. List chronologically all of the law societies or governing bodies of which you have been a part. |
| Date of admission(YYYY/MM/DD) | Society/Jurisdiction | Years of continuous practice | Date of cessation (if applicable) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**PART C: ARTICLES**

|  |  |
| --- | --- |
| 1. The student will serve articles primarily at: |  |
| qoeijdoidjoiedjqoeidjqoeidjqoidj |
|       |
|       |
|       |

|  |
| --- |
| 2. It is proposed that the Student will engage in Articles for the following period: |
| Start date (YYYY/MM/DD)      | End date (YYYY/MM/DD)      | Total length of Articles      |

|  |
| --- |
| 3. The areas of law, ethical and practice skills to which the student will be exposed while under my supervision include: |
|       |
|       |
|       |
|       |

|  |
| --- |
| 4. Although the Principal is charged with the overall supervision of the Student the following additional counsel will be available and are willing to serve as mentors and senior advisors in the following additional areas and activities:  |
|       |
|       |
|       |
| 5. To ensure that these articles meet the statutory requirement for "*instruction and training of the Student-at-Law in the general practice of the profession of a barrister and solicitor*" the student will also participate in: |
|   | Period | Legal Practice areas |
|  a) Rotation arrangements |       |       |
|       |       |
| b) Transfer of Articles |       |       |
|       |       |

Please find attached (*check if included*)

 [ ]  Form I.1 (Assignment of Articles of Clerkship) or

 [ ]  Form I.2 (Transfer of Articles)

|  |
| --- |
| 6. Potential conflicts of interest occasioned by the above arrangements have been assessed and will be dealt with as follows: |
|

|  |
| --- |
|       |
|       |

The undersigned Principal and Student-at-Law certify that they have discussed the contents of the Articling Plan.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATED at** |       | **, this** |       | **day of** |       | **, 20** |    | **.** |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**(Signature of Student) (Signature of Principal)** |

###### Appendix D



**LAW SOCIETY OF NUNAVUT**

**FORM H**

**ARTICLES OF CLERKSHIP**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| THESE ARTICLES OF CLERKSHIP made this |       | day of |       | ,20 |    | . |

BETWEEN:

|  |  |  |
| --- | --- | --- |
|       | , of |       |

Barrister & Solicitor (The “Solicitor”)

- AND -

|  |  |  |
| --- | --- | --- |
|       | , of |       |

Student-at-Law (The “Student-at Law”)

THESE ARTICLES OF CLERKSHIP WITNESS that the parties agree as follows:

**1. The Student-at-Law binds himself or herself** to the Solicitor as a Student-at-Law for

|  |  |  |
| --- | --- | --- |
| the term of |       | commencing on the day these articles of clerkship |

commence (the “term”).

**2. The Student-at-Law, at all times during the term,**

a) will faithfully and conscientiously serve the Solicitor as the Solicitor’s Student-at-Law;

b) will readily obey the reasonable directions of the Solicitor;

c) will not absent himself or herself from the service of the Solicitor without the Solicitor’s consent, but will conduct himself or herself with diligence, honesty and propriety;

d) will keep in strict confidence the affairs of the office of the Solicitor and its clients; and

e) will take proper care of and account for all property of the Solicitor, the office of the Solicitor and any of its clients that may be entrusted to the Student-at-Law.

**3. The Solicitor will, for the term,**

a) accept the Student-at-Law as his or her Student-at-Law;

b) use all reasonable means to advise and instruct the Student-at-Law in the profession of a barrister and solicitor; and

c) at the expiration of the term, assist the Student-at-Law at the request and expense of the Student-at-Law to be admitted as a barrister and solicitor in Nunavut, provided that the Student-at-Law has faithfully and diligently served his or her articles and has passed any examinations required of him or her and properly qualified him or herself to be admitted to the practice of law in Nunavut.

**4. The Student-at-Law shall, as part of his or her service under articles:**

a) successfully complete a bar admission course and bar admission examinations as are required by the Executive Committee of the Law Society; and

b) successfully complete any further bar admission examinations as are established by the Executive Committee of the Law Society.

**5. Subject to the approval of the Executive Committee of the Law Society**, these articles

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| commence on |       | , the |       | day of |       | , 20 |    | , or |

on a later date fixed by the Executive Committee of the Law Society.

IN WITNESS OF THESE ARTICLES OF CLERKSHIP, the parties have set their hands

SIGNED SEALD AND DELIVERED

by each of the parties in the presence of:

|  |  |  |
| --- | --- | --- |
|       |  |       |

(Student-at-Law’s Signature) (Solicitor’s Signature)

|  |  |  |
| --- | --- | --- |
|       |  |       |

 Witness Witness

###### Appendix E



**LAW SOCIETY OF NUNAVUT**

**FORM I.1**

**ASSIGNMENT OF ARTICLES OF CLERKSHIP**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| THIS ASSIGNMENT made this |       | day of |       | , 20 |    | . |

BETWEEN:

|  |  |  |  |
| --- | --- | --- | --- |
|       | of |       | , Barrister |

and Solicitor (the "Assignor")

- AND -

|  |  |  |  |
| --- | --- | --- | --- |
|       | of |       | , (the |

"Student-at-Law"),

- AND -

|  |  |  |  |
| --- | --- | --- | --- |
|       | of |       | , Barrister |

and Solicitor (the "New Solicitor").

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WHEREAS** by articles of clerkship dated the |       | day of |       | , 20 |  | , |

between the Student-at-Law and the Assignor, the Student-at-Law was bound as Student-at-Law to the Assignor in the profession of a barrister and solicitor registered to practice in Nunavut for a term of one year from the day the articles of clerkship commenced (the "term");

**AND WHEREAS** it has been agreed that the Student-at-Law shall serve the unexpired residue of the term with the New Solicitor and the Assignor has agreed, with the consent of the Student-at-Law, to assign the articles of clerkship to the New Solicitor;

**THIS ASSIGNMENT WITNESSES** that the parties agree as follows:

**1**. The Assignor assigns the articles of clerkship to the New Solicitor to hold for the residue of the term.

**2.** The New Solicitor covenants with the Student-at-Law that:

(a) he or she will take the Student-at-Law as his or her Student-at-Law for the residue of the term; and

(b) he or she will perform all the covenants in the articles of clerkship as if the New Solicitor were named in the articles of clerkship instead of the Assignor.

**3.** The Student-at-Law covenants with the New Solicitor that

(a) he or she will faithfully serve the New Solicitor as the New Solicitor's Student-at-Law for the residue of the term; and

(b) he or she will perform the covenants in the articles of clerkship as if the New Solicitor

were named in the articles of clerkship instead of the Assignor.

IN WITNESS OF THIS ASSIGNMENT, the parties have set their hands.

SIGNED, SEALED AND DELIVERED by each of the parties in the presence of:

|  |  |
| --- | --- |
|  |       |
|  | (*signature of Assignor*)  |
|  |       |
|  | (*signature of Student-at-Law*)  |
|  |       |
|  | (*signature of New Solicitor*) |

CANADA

NUNAVUT

TO WIT:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I,  |       | of the |       | in |

Nunavut, MAKE OATH AND SAY:

(a) I was personally present and did see the assignment of articles of clerkship executed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| by |       | and |       | and |
|       | the parties to it; |
| (b) the assignment of articles of clerkship were executed by the parties at |       |
| in the |       | on the |       |
| 20 |    | ; |

(c) I know the parties; and

(d) I am the subscribing witness to the assignment of articles of clerkship.

|  |  |
| --- | --- |
| SWORN BEFORE ME at the |       |
| of |       | In |
| Nunavut this |       | day of |       |
| 20 |    | . |

|  |  |  |
| --- | --- | --- |
|       |  |       |

Commissioner for Oaths/Notary Public (*signature of deponent*)

###### Appendix F



**LAW SOCIETY OF NUNAVUT**

**FORM I.2**

**TEMPORARY ASSIGNMENT OF ARTICLES OF CLERKSHIP**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| THIS ASSIGNMENT made this |       | day of |       | , 20 |    | . |

BETWEEN:

|  |  |  |  |
| --- | --- | --- | --- |
|       | of |       | , Barrister |

and Solicitor (the "Assignor")

- AND -

|  |  |  |  |
| --- | --- | --- | --- |
|       | of |       | , (the |

"Student-at-Law"),

- AND -

|  |  |  |  |
| --- | --- | --- | --- |
|       | of |       | , Barrister |

and Solicitor (the "Temporary Solicitor").

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WHEREAS** by articles of clerkship dated the |       | day of |       | , 20 |    | , |

between the Student-at-Law and the Assignor, the Student-at-Law was bound as Student-at-Law to the Assignor for a term of one year from the day the articles of

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| clerkship which commenced the |       | day of |       | , 20 |    | (the “term”); |

**AND WHEREAS** it has been agreed that the Student-at-Law shall serve a portion of the term with the Temporary Solicitor and the Assignor has agreed, with the consent of the Student-at-Law, to temporarily assign for a fixed period the articles of clerkship to the Temporary Solicitor;

**THIS ASSIGNMENT WITNESSES** that the parties agree as follows:

**1.** The Assignor assigns the articles of clerkship to the Temporary Solicitor to hold for a

|  |  |  |
| --- | --- | --- |
| period. The temporary assignment shall commence on the |       | day of |
|       | , 20 |    | and conclude on the |       | day of |       | , |
| 20 |    | . Upon the conclusion of the temporary assignment, the articles of  |

shall clerkship automatically and without further application revert to the Assignor.

**2.** The Temporary Solicitor covenants with the Student-at-Law that

(a) he or she will temporarily take the Student-at-Law as his or her Student-at-Law for the period set out in paragraph 1 herein; and

(b) he or she will perform all the covenants in the articles of clerkship as if the Temporary Solicitor were named in the articles of clerkship instead of the Assignor.

**3.** The Student-at-Law covenants with the Temporary Solicitor that

(a) he or she will faithfully serve the Temporary Solicitor as the Temporary Solicitor's Student-at-Law for the period set out in paragraph 1 herein; and

(b) he or she will perform the covenants in the articles of clerkship as if the Temporary Solicitor were named in the articles of clerkship instead of the Assignor.

IN WITNESS OF THIS ASSIGNMENT, the parties have set their hands.

SIGNED, SEALED AND DELIVERED by each of the parties in the presence of:

|  |  |
| --- | --- |
|   |       |
|  | (*signature of Assignor*)  |
|   |       |
|  | (*signature of Student-at-Law*)  |
|  |       |
|  | (*signature of* *Temporary Solicitor*)  |

CANADA

NUNAVUT

TO WIT:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I,  |       | of the |       | in |

Nunavut, MAKE OATH AND SAY:

(a) I was personally present and did see the assignment of articles of clerkship executed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| by |       | And |       | and |
|       | the parties to it; |
| (b) the assignment of articles of clerkship were executed by the parties at |       |
| in the |       | on the |       |
| 20 |    | ; |

(c) I know the parties; and

(d) I am the subscribing witness to the assignment of articles of clerkship.

|  |  |
| --- | --- |
| SWORN BEFORE ME at the |       |
| of |       | in |
| Nunavut this |       | day of |       |
| 20 |    | . |

|  |  |  |
| --- | --- | --- |
|       |  |       |

Commissioner for Oaths/Notary Public (*signature of deponent*)

###### Appendix G

***Application***

*Student-at-Law Application*

*for Admission as a Member*

Tel: 867-979-2330

Fax: 867-979-2333

Email: administrator@lawsociety.nu.ca

Website: [www.lawsociety.nu.ca](http://www.lawsociety.nu.ca)

Complete this application form fully and precisely; **omissions or inaccuracies in your answers may delay your enrolment**. The Membership Admissions Committee may investigate or verify any information supplied on this application form, and may require further explanation from you before your enrolment commences. **Please review eligibility requirements before completing or filing out this form.**

**MEMBERSHIP TYPE**

[ ]  **Regular Membership** [ ] Active[ ] Inactive

[ ]  **Canadian Legal Adviser** [ ] Active[ ]  Inactive

|  |  |  |
| --- | --- | --- |
| 1. Name |  |  |
| Last Name      | First Name      | Middle Name(s)      |
|
|  |  |  |
| 2. Birth date |  | 3. Place of birth |
| YYYY/MM/DD      |  |       |

|  |
| --- |
| 4. Date of Admission as a Student-at-Law |
| YYYY/MM/DD      |

|  |
| --- |
| 5. Annexed to this application are: |
|  | [ ]  | if applicable, my affidavit respecting service under my articles of clerkship in Form L; |
|  | [ ]  | if applicable, the affidavit of my principal (or principals) respecting service under my articles of clerkship in Form K; |
|  | [ ]  | proof that I have successfully completed the bar admission courses and exams required by the Executive of the Law Society; |
|  | [ ]  | an Accountants Report in Form E or my Statutory Declaration in From F or a statement indicating that I am joining a partnership that, or becoming associated with a member who has filed a Certificate of Accountant and Member in Form V; |
|  | [ ]  | if applicable, the insurance levy or my Insurance Exemption Certificate and Undertaking; |
|  | [ ]  | if applicable, the assurance fund levy; |
|  | [ ]  | the prescribed application, admission and annual fees; |
|  | [ ]  | a signed authorization. |

**DECLARATION OF APPLICANT**

|  |  |
| --- | --- |
| I undertake with the Law Society of Nunavut that I will, during my reenrollment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the *Legal Profession Act (Nunavut),* the *Rules of the Law Society of Nunavut* and any other requirements of the Law Society.  |  |
| Dated at |       | on this |        | day of |       | , 20 |    |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |        |   |   |  |
|  |  |  | *(signature of applicant)* |  |

###### Appendix H



**LAW SOCIETY OF NUNAVUT**

**FORM K**

**AFFIDAVIT OF PRINCIPAL**

|  |  |  |
| --- | --- | --- |
| I, |       | , a member of the Law Society of Nunavut |

carrying on the practice of the profession of a barrister and solicitor at

|  |  |
| --- | --- |
|       | in Nunavut MAKE OATH AND SAY: |
| (a) |       | (the "Student-at-Law") has well and faithfully served me |

as my Student-at-Law in the general practice of the profession of a barrister and solicitor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| under articles of clerkship from |       | , to |       | (dates) at the office |

where I carry on my practice;

(a.1) the Student-at-Law and I as principal have achieved the goals and carried out the

|  |  |  |
| --- | --- | --- |
| activities set out in the Student Articling Plan submitted on |       | (date), except |
|       |

(b) the Student-at-Law has been diligent and honest and conducted himself or herself with propriety throughout the whole term of his or her service and has not been engaged or concerned in any other profession, business or employment except:

|  |
| --- |
|       |
|       |

(c) the Student-at-Law has not at any time during the term of the articles of clerkship been absent from service to me without my permission except:

|  |
| --- |
|       |
|       |

(d) the Student-at-Law did not during the term of the articles of clerkship carry on any of my professional business other than at my office and under my personal supervision, or the supervision of an associate of mine duly qualified as a barrister and solicitor, except:

|  |
| --- |
|       |
|       |

(e) the Student-at-Law is in my opinion a fit and proper person to be admitted as a member of the Law Society of Nunavut.

|  |  |
| --- | --- |
| SWORN BEFORE ME at the |       |
| of |       | in |
| Nunavut this |       | day of |       |
| 20 |    | . |

|  |  |  |
| --- | --- | --- |
|       |  |       |

Commissioner for Oaths/Notary Public (*signature of deponent*)

###### Appendix I



**LAW SOCIETY OF NUNAVUT**

**FORM L**

**AFFIDAVIT OF STUDENT-AT-LAW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I,  |       | of the |       | in |

Nunavut, MAKE OATH AND SAY:

|  |  |  |
| --- | --- | --- |
| (a) I have well and faithfully served |       | to the best of |
| my ability as his or her Student-at-Law in the general practice of the profession of a barrister and |
| solicitor under articles of clerkship from |       | , to |
|       | (dates); |

*(add where more than one principal is involved)* and I have well and faithfully served

|  |  |
| --- | --- |
|       | to the best of my ability as his or her student-at- |
| law in the general practice of the profession of a barrister and solicitor under articles of clerkship |
| from |       | , to  |       | (dates); |

|  |
| --- |
| (a.1) the Principal and I have achieved the goals and carried out the activities set out in the |
| Student Articling Plan submitted on |       | (date), except: |
|       |
|       |
|       |

(b) during the term of my articles of clerkship I have not engaged in any other profession or employment except:

|  |
| --- |
|       |
|       |

(c) I have not at any time during the term of the articles of clerkship been absent from service to me without my permission except:

|  |
| --- |
|       |
|       |

|  |  |
| --- | --- |
| SWORN BEFORE ME at the |       |
| of |       | In |
| Nunavut this |       | day of |       |
| 20 |    | . |

|  |  |  |
| --- | --- | --- |
|       |  |       |

Commissioner for Oaths/Notary Public (*signature of deponent*)

###### Appendix J

****

**LAW SOCIETY OF NUNAVUT**

**FORM E**

ACCOUNTANTS’ REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | On |       | , 20 |    | , I/we inspected the books of |
| account of the legal practice of |       | . |

2. The purpose of my/our attendance was to ascertain the nature of the books of account kept by the member.

3. Based on the inspection, I/we report:

(a) that the books of account kept by the member are sufficient to meet the requirements of section 81 of the *Rules of the Law Society of the Nunavut;*

(b) that the member has opened an account designated as a client’s trust account for trust monies as required by section 44 of the *Legal Profession Act;*

|  |  |
| --- | --- |
|  (c) that the fiscal year of the member ends on |       |

in each year.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dated at |       | in Nunavut on the |       | day of |       | 20, |    | . |

|  |
| --- |
|       |
|  *(signature of accountant)* |

 |

###### Appendix K

****

**LAW SOCIETY OF NUNAVUT**

**Form F**

STATUTORY DECLARATION

|  |  |
| --- | --- |
| I, |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of |       | in |       | . |

SOLEMNLY DECLARE THAT:

(a) I am applying for membership in the Law Society of Nunavut;

(b) I will not maintain a client’s trust account in Nunavut with respect to that membership;

(c) If I do set up a client’s trust account in Nunavut I will immediately notify the Law Society of Nunavut and I will comply with the *Rules of the Law Society of Nunavut* and any other requirements of the Law Society; and

(d) I make this declaration in lieu of completing an Accountant’s Report in Form E under the *Rules of the Law Society of Nunavut*, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

|  |  |  |
| --- | --- | --- |
| DECLARED BEFORE ME at |       | ) |
| this |       | day of |       | , | ) |
| 20 |    | . | ) |
| ) |
| ) |
|       | ) |  |       |
| A Notary Public in and for the Jurisdiction of | ) |  |  *(Declarant’s Signature)*  |
|       |

\*\*IF THIS DOCUMENT IS EXECUTED OUTSIDE OF NUNAVUT,

IT MUST BE SWORN BEFORE A NOTARY PUBLIC, UNDER SEAL. IF EXECUTED WITHIN NUNAVUT, IT CAN BE WITNESSED BY EITHER A NOTARY PUBLIC OR A COMMISSIONER OF OATHS.\*\*

###### Appendix L

****

**LAW SOCIETY OF NUNAVUT**

**Form V**

 **CERTIFICATE OF MEMBER AND ACCOUNTANT**

Instructions:

1. In this form, all references are to the *Rules of the Law Society of Nunavut*.
2. This form must be completed for the 12-month fiscal period ending no earlier than June 1 of the year immediately preceding the year in which it is delivered to the Law Society, except where subsection 48(2) of the *Legal Profession Act (Nunavut)* applies.
3. This form must be used - copies will not be accepted. If space is insufficient, attach schedules giving the information requested. Any schedule in Part B is to be submitted on the accountant's letterhead, and signed and dated on each page by that accountant.
4. Part A, any schedule to Part A and Part C are to be signed and dated,
	* 1. in the case of a sole practitioner, by the member; and
		2. in the case of a law firm with two or more lawyers, by two lawyers authorized to sign on the clients' trust accounts, including at least one lawyer who is a resident member.

**PART A**

**This part is to be completed by the member as specified in item 4 of the Instructions, before it is forwarded to the chartered accountant or certified general accountant and before the fieldwork is started.**

|  |  |  |
| --- | --- | --- |
| Reporting period: |       | month(s), ending |
|       |

1. Name under which practice is conducted:

|  |
| --- |
|       |

1. Indicate practice arrangement:

Sole Practitioner [ ]  Partnership [ ]

Apparent Partnership [ ]  Other (specify) [ ]

1. Mailing Address:

|  |
| --- |
|       |
|       |
|       |
| Postal Code: |       |
| Telephone: |       |

1. Indicate if, in addition to its main office in Nunavut, this law practice is carried on at more than one location: Yes [ ]  No [ ]

 If yes, are these other locations

within Nunavut? [ ]

in other Provinces/Territories? [ ]

outside Canada? [ ]

1. The practice maintains a system for logging and opening a file for each separate client matter whether or not trust funds are held: Yes [ ]  No [ ]

If not, in what circumstances is a file not opened?

|  |
| --- |
|       |

**For sections 6 through 8, if space is insufficient attach a schedule, signed and dated on each page.**

1. Details of the individual members of the firm at any time during the reporting period:

(If less than the full reporting period, give dates)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of member |  | Position |  | Dates |
|       |  |       |  |       |
|       |  |       |  |       |
|       |  |       |  |       |
|  |  |  |  |  |

1. Details of all individual members of the firm who, in addition to acting in the capacity of barrister or solicitor, acted alone as a personal representative of a person, or as a trustee (including as executor), where the appointment derived from a solicitor-client relationship:

 Name of member

|  |
| --- |
|       |
|       |
|       |

1. List all clients' trust accounts, including term investments, operated during the reporting period. Include accounts and investments in respect of the appointments described in 7 above. (If less than full reporting period, give dates)

|  |  |  |
| --- | --- | --- |
| Savings Institution Name – Branch |  | Account No. |
|       |  |       |
|       |  |       |

|  |  |
| --- | --- |
| I/We |       |

will disclose all books, ledgers, journals, records and accounts of this law practice to my/our accountant.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

**PART B**

**This Part is to be completed by a chartered accountant or certified general accountant, on the accountant's letterhead, after Part A has been fully completed.**

To: The Law Society of Nunavut

Box 149

Iqaluit, NU

X0A 0H0

Pursuant to section 48 of the *Legal Profession Act (Nunavut)*, and in accordance with the Instructions to Accountants provided by the Law Society of Nunavut, I/we have performed the following procedures in connection with the financial records and accounts of **[name of member]** maintained during the year ended **[year-end date]**:

**[list procedures]**

As a result of applying the above procedures, I/we can confirm that **[name of member]** appears to be in compliance, in all material respects, with the requirements of sections 43, 44 and 45 of the *Legal Profession Act (Nunavut)* and also sections 79, 81 to 81.9 and 84 to 90, inclusive, of the *Rules of the Law Society of Nunavut*.

**OR, in the event of non-compliance:**

As a result of applying the above procedures, I/we can confirm that it appears that **[name of member]** is not fully in compliance with the requirements established by section **[list relevant sections]** of the *Legal Profession Act (Nunavut)* and sections **[list relevant sections]** of the *Rules of the Law Society of Nunavut* as disclosed in the attached supplemental report **(attach a report listing all exceptions and qualifications on your letterhead, signed and dated on each page.)**

These procedures do not constitute an audit of the member's financial records and accounts of **[name of the member]** maintained during the year ended **[year-end date]**.

This letter is for use solely in connection with the requirements of section 48 of the *Legal Profession Act (Nunavut)*.

|  |  |
| --- | --- |
| City/Town: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |       | Date |       |

Chartered Accountant(s) / Certified General Accountant(s)

**Part C**

**This Part is to be completed by the member or members who signed Part A, after the accountant has competed Part B.**

I/We, the member(s), certify that I/we have disclosed, to the above-named accountant, all books, ledgers, journals, records and accounts of this law practice, including all funds, securities and other investments received on behalf of clients.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

###### Appendix M



**LAW SOCIETY OF NUNAVUT**

INSURANCE EXEMPTION CERTIFICATE AND UNDERTAKING

|  |  |  |
| --- | --- | --- |
| I, |       | , HEREBY CERTIFY THAT: |

 *(Applicant’s Full Name)*

*Instructions: Delete #1 or #2, as appropriate:*

1. (a) I am an active member or am applying for membership in the Law Society of Nunavut;

(b) I am employed by, and my professional services are provided exclusively to:

 (i) a government or government agency; or

 (ii) an employer who does not practice law; and

(c) I do not render or will not be rendering legal services of any kind to the public in Nunavut.

*OR*

1. (a) I am an active member or am applying for active membership in the Law Society of Nunavut;

(b) I do not ordinarily reside or carry out my principal practice of law in Nunavut;

(c) I am covered by errors and omissions insurance which provides indemnification to a minimum of $1,000,000.00 and which covers my practice of law in Nunavut, which insurance is carried through:

|  |  |  |
| --- | --- | --- |
|  |       | ; and |

 *(Name of Insurer and Law Society)*

 (d) I will provide further information, upon request, respecting my insurance coverage.

I UNDERTAKE to notify the Law Society immediately if there is a change in my status such that the foregoing statements are no longer applicable.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATED at |       | , this |       | day of |       | , 20 |    | . |

 )

 )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |       |  ) |       |  |

 *(Witness) (Signature)*

###### Appendix N



**LAW SOCIETY OF NUNAVUT**

**AUTHORIZATION**

|  |  |  |
| --- | --- | --- |
| I, |       | , authorize the Law Society of |

Nunavut to make enquiries concerning my background, character and fitness for admission, and I also authorize the disclosure of information about myself to the Law Society of Nunavut by any person or body possessing it, provided that such information will be used by the Law Society of Nunavut only for the purpose of this application for membership in the Law Society of Nunavut, and will otherwise be treated in strict confidence.

|  |  |  |
| --- | --- | --- |
|       |  |       |

Date Applicant’s Signature

###### Appendix O - A letter of approval will be sent to the Student-at-Law in lieu of a certificate of Compliance.



 DATE

Member's name

ADDRESS

*Re: Member's name– Approval for Admission as a Student-at-Law*

Dear *Member's name*,

This letter confirms that:

The Law Society of Nunavut’s Executive approved on DATE your admission as of DATE to the Law Society as a Student-at-Law and the articling plan as submitted on DATE.

We wish you the best in your articles.

[Deputy Secretary Signature]

###### Appendix P: Resolution and List of Canadian Law Schools approved by the Executive

**June 21th 2011 – Executive Committee Meeting**

**APPROVAL OF CANADIAN LAW SCHOOL PROGRAMS**

**E- Resolution for Approval of Recognized Canadian Law Schools** (Moved by Susanne Boucher, and Seconded by Peter Harte)

**WHEREAS** pursuant to Section 16(1) of the *Legal Profession Act,* the Executive shall evaluate the academic qualifications of every applicant for admission as a member of the Society;

**AND WHEREAS** pursuant to Subsection 18(2)(c)(i) of the Legal Profession Act, in order to qualify for admission, a Student-at-Law must be, inter alia, a graduate of a law school approved by the Executive

**BE IT RESOLVED THAT** the LSN hereby approves the list of recognized Canadian law schools as set forth in Appendix A[[1]](#footnote-1).

Motion carried unanimously.

**E- Resolution for Approval of New Law Schools Programs at Lakehead University and at Thompson Rivers University** (Moved by Susanne Boucher, and Seconded by Peter Harte)

**WHEREAS** the Ad Hoc Committee on Approval of New Canadian Law Degree Programs (the “Committee”) was established by the Federation of Law Societies of Canada (the “Federation”) with a mandate to make recommendations to the Council of the Federation in respect of applications by Canadian universities for approval by the Federation of new academic programs leading to the conferral of a common law degree that would entitle its holders to apply for admission to Canadian law societies (“Law Degree Programs”);

**AND WHEREAS** until such time as a successor body has been established by the Federation pursuant to the implementation of the Final Report of the Task Force on the Canadian Common Law Degree (the “Task Force Report”), the Committee is mandated to consider any application in light of the national requirements set forth in the Task Force Report (the “National Requirements”) and determine on what conditions, if any, an application should be approved;

**AND WHEREAS** the Federation received applications for approval of Law School Programs at Lakehead University and at Thompson Rivers University;

**AND WHEREAS** in fulfillment of its mandate, the Committee considered the applications and made the following recommendations to the Council of the Federation (the “Recommendations”):

(a) That the Federation accept the application by Lakehead University for approval of a new academic program leading to the conferral of a common law degree which would entitle its holders to apply for admission to Canadian law societies (the “Lakehead Law Degree Program”), such approval being granted on the following conditions:

(i) issuance by the appropriate governmental authority of such approvals as are necessary for the Lakehead Law Degree Program to come into existence;

(ii) full implementation to the satisfaction of the Committee until such time as a successor body is established pursuant to the implementation of the Task Force Report, of the undertakings and representations made by the applicant in its submissions to the Committee as set forth in Appendix B of the Committee Report including, without limitation, those with respect to the securing of financial resources necessary to operate the program as described; and

(iii) ongoing compliance with such measures as may be established by the Federation pursuant to the implementation of the Task Force Report for the purpose of ensuring that the Lakehead Law Degree Program continues to meet the National Requirements; and

(b) That the Federation accept the application by Thompson Rivers University for approval of a new academic program leading to the conferral of a common law law degree which would entitle its holders to apply for admission to Canadian law societies (the “Thompson Rivers Law Degree Program”), such approval being granted on the following conditions:

(i) issuance by the appropriate governmental authority of such approvals as are necessary for the Thompson Rivers Law Degree Program to come into existence;

(ii) full implementation to the satisfaction of the Committee until such time as a successor body is established pursuant to the implementation of the Task Force Report, of the undertakings and representations made by the applicant in its submissions to the Committee as set forth in Appendix C of the Committee Report including, without limitation, those with respect to the securing of financial resources necessary to operate the program as described; and

(iii) ongoing compliance with such measures as may be established by the Federation pursuant to the implementation of the Task Force Report for the purpose of ensuring that the Thompson Rivers Law Degree Program continues to meet the National Requirements.

**AND WHEREAS** the Council of the Federation accepted the Recommendations and referred the Committee Report and the Recommendations to Canada’s law societies for their consideration and their ultimate approval;

**AND WHEREAS** pursuant to Section 16(1) of the *Legal Profession Act,* the Executive shall evaluate the academic qualifications of every applicant for admission as a member of the Society

**AND WHEREAS** pursuant to Sub Section 18(2)(c)i of the Legal Profession Act, a person is qualified for admission to the Society who is of good character and is a graduate of a law school approved by the Executive

**BE IT RESOLVED THAT** the LSN hereby approves Thompson Rivers and Lakehead University’s proposed academic program leading to the conferral of a common law degree as one that would entitle the holders of such degree to apply, as other law programs approved by the LSN as set forth in Appendix A, for admission to the LSN, provided the conditions set forth in the Committee Report have been satisfied;

Motion carried unanimously.

**APPENDIX A[[2]](#footnote-2)**

University of Alberta, Faculty of Law

University of British Columbia, Faculty of Law

University of Calgary, Faculty of Law

Dalhousie University, Schulich School of Law

University of Manitoba, Faculty of Law

McGill University

University of New Brunswick, Faculty of Law

Osgoode Hall Law School, York University

University of Ottawa, Faculty of Law – Common Law Program

Queen’s University, Faculty of Law

University of Saskatchewan, College of Law

University of Toronto, Faculty of Law

University of Victoria, Faculty of Law

The University of Western Ontario, Faculty of Law

University of Windsor, Faculty of Law

1. Appendix A is referenced at the end of this resolution. [↑](#footnote-ref-1)
2. Based on the Law School Admission Council’s Official List of Canadian Law Schools (<http://www.lsac.org/jd/choose/canadian/>); [LSAC Website accessed on June 21 2011].

	* [University of Alberta Faculty of Law](http://www.lsac.org/jd/choose/canadian/Alberta.asp)
	* [University of British Columbia Faculty of Law](http://www.lsac.org/jd/choose/canadian/BritishColumbia.asp)
	* [University of Calgary Faculty of Law](http://www.lsac.org/jd/choose/canadian/Calgary.asp)
	* [Dalhousie University Schulich School of Law](http://www.lsac.org/jd/choose/canadian/Dalhousie.asp)
	* [University of Manitoba Faculty of Law](http://www.lsac.org/jd/choose/canadian/Manitoba.asp)
	* [McGill University Faculty of Law](http://www.lsac.org/jd/choose/canadian/McGill.asp)
	* [Faculté de droit de l'Université McGill](http://www.lsac.org/jd/choose/canadian/McGill-French.asp)
	* [University of New Brunswick Faculty of Law](http://www.lsac.org/jd/choose/canadian/NewBrunswick.asp)
	* [Osgoode Hall Law School, York University](http://www.lsac.org/jd/choose/canadian/York.asp)
	* [University of Ottawa Faculty of Law](http://www.lsac.org/jd/choose/canadian/Ottawa.asp)
	* [Université d'Ottawa Faculté de droit](http://www.lsac.org/jd/choose/canadian/Ottawa-French.asp)
	* [Queen's University Faculty of Law](http://www.lsac.org/jd/choose/canadian/queens.asp)
	* [University of Saskatchewan College of Law](http://www.lsac.org/jd/choose/canadian/Saskatchewan.asp)
	* [University of Toronto Faculty of Law](http://www.lsac.org/jd/choose/canadian/Toronto.asp)
	* [University of Victoria Faculty of Law](http://www.lsac.org/jd/choose/canadian/Victoria.asp)
	* [The University of Western Ontario Faculty of Law](http://www.lsac.org/jd/choose/canadian/WesternOntario.asp)
	* [University of Windsor Faculty of Law](http://www.lsac.org/jd/choose/canadian/windsor.asp) [↑](#footnote-ref-2)